Attachment CD-082801.A Reviewed 11/4/19

NEW MEXICO CORRECTIONS DEPARTMENT Sample Instructions for LSA PRD Calculations

SAMPLE: Facility: <u>ABCDCF</u>	1. Calculate inmate's PRD
Inmate's Name: Inmate Doe NMCD #: 12345 Program Completion Date: 11/1/2019	2. Add 45 days to
The above-mentioned inmate is being recommended for Lump Sum Award for:	Program Completion
☐ Completion of Approved Program ☐ Educational Achievement ☐ Exceptional Service	Date 3. If the PRD with
Justification: Inmate Doe completed 100 hours of an approved program, and meets the requirements for a certificate.	the LSA figured in is less than 45 days
 ☑ Program Hours Attached ☑ Certificate Attached ☑ Exceptional Service Justification ☐ Testing Score ☑ Licensure 	then the LSA shall be pro-rated to meet the 45 day mark
Recommending Facilitator/Employee's Signature: B.H. Therapist / (print) (sign)	4. If the PRD with the LSA figured in is more than 45 days, the inmate shall
(This section to be used for Program or Education LSA only): Circle One: Supervisor of Education Behavioral Health Supervisor	receive the full award.
I have thoroughly reviewed the LSA recommendation including all documented participation and recommend that this LSA be APPROVED DENIED Returned for Further Information based on the following: Inmate Doe successfully completed all requirements.	
<u>Supervisor</u> / <u>J/15/2020</u>	
Supervisor: (print/sign) Date:	
<u>Classification Officer:</u> Comments/Recommendations (to include summary conduct history and Lump Sum Awards received in previous 12 months:	
Incident Date of Last Misconduct Report (clear conduct for 6 months for minors; 12 months for majors)	
Was Full Good Time earned during last 6 months Number of LSAs within the last 12 months	
Date assigned to program by Committee Action Chrono attached Current PRD PRD with LSA	
Unit Manager/Contract Monitor Review: (print/sign)	
Date	

EXHIBIT